Hawaii-Pacific Area

ALOHA

Combined Federal Campaign 2005

19 Sept – 28 Oct

Second Project Officer Brief – 19 July 2005

Graphics Appreciation

- **BG Miyagi to SSgt Lisa Carlson**

Agenda

- Introduction
- Eye of the Pacific Guide Dog & Mobility Services presentation
- Gather findings / population & payroll
- Review / discuss agency listings
- Planning Committee briefing
- Unit Project Officers' duties
- CFC Timeline / "To Do" list
- Q&A

2005 Planning Committee

- **ADMIRAL FALLON – Chairman**
- **BG Miyagi – Director**
- **COL Forzani – Project Officer**
- **Maj Edelen – Deputy / Special Events**
- **Lt Matsuoka – Speakers Coord / PACOM PO**
- **Lt Gorham – *Shadow* / Army Rep 2006**
- **MSgt Kwok – Education/Training**
- **YN3 Diaz – Materials Management**
- **CTA3 Navarro – Data Management**
- **CTA3 Valentino – Admin**

Today's Guest:

Joy Muranaka & Mariette

Eye of the Pacific Guide Dogs & Mobility Services

Agency Listing

- **Verify agency titles on the agency code sheet**

- **Please ensure sign in sheet lists your unit project officers and contact information**

Speakers Brief

- **Create a pool of speakers for the 2005 campaign**
- **Encourage agencies to use speakers**
  - ***Increases donor awareness***
  - ***Turns potential donors into contributing donors***
- **Contact 2Lt Matsuoka via CFC Website/477-9261/jason.matsuoka @navy.mil**
  - ***Equal air time for all***

Speakers Brief

- **Speaker training**
  - ***Rules and regulations***
  - ***15 Minute time limit***

- **Evaluate speakers**
  - ***Critique form***

CEO Brief

- CEOs are key element for campaign's success
- CEOs work with agency heads, project officers and key persons
- CEOs help organize and conduct the CFC
- Some CEOs are required to assist other agencies
- Requirement: One CEO per 2,500 employees
- Recommend CEOs use government vehicle to visit employees or mileage be reimbursed whenever POV is used.

CEO Duty Description

- Coordinate and plan strategies
- Train Unit Project Officers and/or Key persons
- Deliver materials
- Conduct group education/solicitation meetings
- Arrange for speakers and tours
- Assist with audit and return of completed pledges / envelopes

CEO Select

- **Prefer senior noncommissioned officers, junior officers, or equivalent grade civilian employees**
- **Possess a high degree of enthusiasm, public speaking and communication skills**
- **High standards of personal appearance**

Website

URL: www.pacom.mil/cfc/2005

- **Frequent updates**
- **News and event information**
- **Downloadable Materials**
  - ***Power-point presentations***
  - ***Forms and datasheets***

Data Management

- **Keep track of all campaign totals**
- **Compare agency potential to totals**
- **Weekly Progress Reports**
  - ***Due every Wednesday during campaign***

Data Management

Weekly Progress Report Hawaii Pacific Area
Combined Federal Campaign 2005

Agency Name: Federal Agency **Agency Code:** 43

Due Date	Donor Breakdown							Contribution Breakdown				Eagles	
Submit to CFC HQ	#Donors Trained	# Contacted	#Responded	#Cash/ Check	#Payroll Deduction	# Confidential	Total	$ Cash/Check Amount	$ Payroll Deduction Amount	$ Special Event Amount	Total Amount	#Eagle Givers	#Super Eagle Givers
15-Sep	0	0	0	0	0	0	0	0	0	0	0	0	0
22-Sep	0	0	0	0	0	0	0	0	0	0	0	0	0
29-Sep							0				0		
6-Oct							0				0		
13-Oct							0				0		
20-Oct							0				0		
27-Oct							0				0		
3-Nov							0				0		
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0

Reviewed by: Date:

Materials Coordinator

- **Controls distribution of campaign materials, the CFC videos and recognition items for individual donors, and keeps the Project Officer and CFC staff apprised of inventory levels.**
- **Maintains accountability for all campaign materials throughout the campaign process and provides detailed accountability trail for auditors.**
- **Follow up with any outstanding materials at campaign's end and account for all items.**

Materials Coordinator

- **FIND – Very crucial in determining how much material you will receive**
- **Distribute materials approximately one week prior to start of campaign**
  - ***Scheduled delivery/pick-up date/times TBD***

Accountability, Accountability,Accountability!

“KICK-OFF” Suggestions (Hickam Lanai 20 Sept)

- **Auctions, bake sales, pig roasts, dunk tanks,**

  athletic events / competitions as runs, golf tournaments, tug-of-war, softball, tricycle race
- **Relay race / bike / swim**
- **Bed race**
- **Fish Fry / Huli Huli Chicken / Pie contest**
- **Your command or agency MWR / PT already scheduled in campaign window: 19 Sept – 28Oct**

Federal Building Kickoff Committee Meeting /2 Aug

- **Initial Federal Agency Planning Meeting**

- **Tuesday Aug 2nd 1 pm / Rm 5204-300 Ala Moana**

- **lead by 2Nd floor**
- **ALL WELCOME!!**

“Special Events” held later in the campaign: last 2 weeks of October…

- **Federal regulations allow for raising money through special events:**

- **In all approved events, the donor must have the option of designating to a specific participating organization or federation or be advised that the donation will be counted as an <u>undesignated</u> contribution and distributed according to these regulations….**

Unit Project Officer Duties

- Get support from Unit Commander or Sup.
- Publicize the CFC in work area
- Recruit quality key person
- Manage campaign materials
- Encourage key person to educate others
- Collect key person campaign envelopes / account for material and ensures accuracy
- Oversees key person duties
- Report campaign progress to Project Officer

Important Meeting dates:

- **Next Project Officer Meeting:**
  - ***Tuesday, August 16th @ 0930***
  - ***Sunset Lanai, Camp H. M. Smith***
- **Future Scheduled Meetings:**
  - ***Tuesday, September 13th***
  - ***Tuesday, October 11th***
  - ***Tuesday, November 8th***

Project Officer To Do List

1. **Establish agency organization**
2. **Military: Identify deployments in Oct and Nov**
3. **Work with Agency head to Identify CEO's**
   a) ***Commit to how many by 22 July***
   b) ***Identify individuals by 12 August***
4. **Next project officer meeting: Tuesday, Aug 16th**

   Bring your unit project officers, please send us names

Campaign Strategy

Find
- find all of your employees

Educate
- provide a training opportunity

Ask
- appropriately ask each employee to participate

Thank
- thank each employee for their participation

Any Questions ?

Contact Us

- ***Phone: (808) 477-9257 or (808) 477-9259***
- ***Fax: (808) 477-9373***
- ***E-mail: pacom_cfc_2005@yahoo.com***
- ***Website:www.pacom.mil/cfc/2005***

Aloha

19 SEPTEMBER – 28 OCTOBER: 2005 CFC….